



Senior HIV Prevention Advisor

Solicitation No. AID-021-21

OPEN TO: All Interested Candidates
POSITION TITLE: Senior HIV Prevention Advisor
OPENING DATE: October 26, 2021
CLOSING DATE: November 21, 2021
WORK HOURS: Full-time; 40 hours/week
SALARY RANGE: FSN 12 - (ZMK790,574.34 p.a. – ZMK1,252,048.89 p.a.)
PERIOD OF PERFORMANCE: Maximum of five (5) years total contract duration

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors/applicants should retain copies of all offer/application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

ATTACHMENT I

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applicant from eligible and qualified persons for the position of **Senior HIV Prevention Advisor** in the Health Office.

BASIC FUNCTION:

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the epidemic.

The USAID Project Management Specialist (Senior HIV/AIDS Prevention Advisor) is a senior public health professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of a broad range of agency-funded HIV/AIDS prevention program activities and studies. The incumbent serves as the team's senior advisor on HIV/AIDS prevention issues, including testing and counselling, and provides leadership in identifying opportunities for U.S. Government (USG) engagement in HIV/AIDS prevention programming. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement priority HIV/AIDS prevention programs and activities in the Health Office portfolio. The incumbent is a U.S. government HIV/AIDS prevention program public health advisor to the host country ministries (including the Ministries of Health, Education, Youth Sport and Child Development, and Community Development and Social Services), the National AIDS Council (NAC), partners, including those funded by the host government or the Global Fund and nongovernmental organizations (NGOs) in the implementation of prevention program activities and studies. The incumbent represents USAID/Zambia on HIV prevention issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

The incumbent will also serve as a Contract Officer's Representative/Agreement Officer's Representative (COR/AOR) and provides senior-level programmatic and technical guidance to the planning, implementation, and monitoring of Determined, Resilient, Empowered, AIDS-free, Mentored and Safe (DREAMS)-related programs. As a senior-level resource, the Specialist provides technical and programmatic guidance to the Health Office, other offices in the Mission, U.S. Government Agencies, the PEPFAR Coordinating Office, host country government, and other development partners in order to support a coordinated, strategic approach in HIV prevention for adolescent girls and young women (AGYW) and DREAMS-related programming.

MAJOR DUTIES AND RESPONSIBILITIES

I. Project Planning, Management, Monitoring and Evaluation

- Provides strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
- Supports country-level PEPFAR annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.
- Analytically assesses the HIV/AIDS prevention (including counseling and testing) portfolio, the performance of partners, the available budget, the need for additional activities or ending activities, and facilitates design of new projects or activities necessary to achieve strategic objectives.
- Participates or takes the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work and/or project descriptions, evaluating applications/proposals, and starting up new projects.
- Ensures that implementing partners abide by their reporting requirements, including quarterly reports, trip reports, accruals, PMPs, annual reports, and other requirements such as PEPFAR reporting or other requests. This includes supportive guidance to other technical and support staff in the HIV/AIDS office as necessary.
- Leads routine meetings with implementing partners to discuss technical and programmatic direction of the HIV/AIDS prevention program. Conduct field visits to USAID-supported HIV/AIDS prevention activities to meet with implementing partners and government health officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.

- Maintains a HIV/AIDS prevention portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required. Serves as a COR/AOR for HIV prevention for AGYW programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of U.S. Government (USG) funding.
- Identifies opportunities and strengthens existing opportunities for integration of HIV/AIDS with health, economic growth and governance activities, and other areas of the Mission as appropriate.
- Technically advises and makes recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and write the technical components of the scope of work for the consultants.
- In collaboration with other Health Office staff, initiates and coordinates targeted analyses of HIV/AIDS prevention and testing data to generate trends and patterns to inform planning and programming. Participates in and ensures the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve quality of service delivery.

2. Technical Guidance and Leadership

- Serves as a lead technical officer for the USAID HIV/AIDS prevention portfolio and provides expert direction in the design, implementation, monitoring and evaluation of HIV/AIDS prevention programs and interventions.
- Serves as a senior-level technical resource for the Health Office in the area of comprehensive HIV prevention for AGYW to ensure development of key systems that effectively integrate across the entire health portfolio.
- Provides expert-level guidance to the Mission and the Ministry of Health including senior level officials in HIV/AIDS, serving as key senior advisor for all strategic and policy issues related to HIV/AIDS prevention programming.
- Works closely with other units within the Health Office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
- Provides technical assistance and oversight to implementing partners to ensure that the DREAMS activities are carried out in alignment with approved work plans and PEPFAR DREAMS guidance and priorities.
- Through literature review and other technical media research and regular communication with local and international stakeholders, keeps abreast of emerging developments in the national and global HIV/AIDS landscape and advises accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated to enable the Mission to maintain the fidelity and relevance of its HIV/AIDS prevention programs. Stays abreast of state-of-the-art knowledge on programming and coordinates exchanges and sharing of best practices among USAID, USG and other stakeholders to strengthen AGYW interventions.
- Identifies opportunities for integrated "state of the art" approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provides expert oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS prevention program implementation.
- In collaboration with the other members of the Health Office, advises on the development of tools (such as dash boards, league tables) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to HIV/AIDS prevention activities. Advises on targeted analyses of HIV/AIDS data to inform program planning and implementation.
- Guides USAID and host country government on strategic decisions and policy formulation to strengthen interventions for AGYW.

3. Representation and Reporting

- Represents the Health Office, USAID Zambia Mission, and PEPFAR Zambia at national, regional and/or international technical and programmatic meetings, within various working groups, the interagency, senior host country officials and other social sector donors, government officials, and IPs.
- Represents USAID on designated PEPFAR Zambia Inter-Agency Technical Teams and working groups.
- Serves as chair or rotating chair on PEPFAR Interagency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency prevention activities in Zambia.
- Establishes strategic working relationships with senior government officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and medical associations to enhance regular and timely sharing of information on HIV prevention and testing interventions in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

- As a member of the PEPFAR Team, responds flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, Congress and OGAC.
 - Prepares ad hoc reports as required for the Mission, USAID/Washington, Office of Global AIDS Coordinator (OGAC), donor coordination groups, and others.
 - Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.
 - Organizes site visits and prepares orientation materials for delegations from Office of the U.S. Global AIDS Coordinator (OGAC), USAID Headquarters, State Department, and other agencies.
 - Conducts data and trend analysis and provides technical recommendations to improve the performance of the DREAMS programs at both site and national levels.
 - Provides leadership on prevention programming and DREAMS-related inputs to the development of the annual PEPFAR Country Operational Plan (COP) and ensures strong monitoring and oversight of the prevention and DREAMS portfolio through the quarterly PEPFAR Oversight and Accountability Review (POART), Semi Annual Performance Report (SAPR), and Annual Performance Report (APR).
 - Supports annual budget allocation for DREAMS programming, and maintains DREAMS activities financial tracking, including that obligations, expenditures, and budget pipelines conform to action plans.
 - Prepares information sheets, presentations, and other documents about US government funded prevention and AGYW programs. Drafts briefing materials, progress reports, memoranda, and other Front Office communications materials as needed. Identifies and submits success stories, best practices, and images to be highlighted by USAID media.
- A. Education:** A Master's degree in Public Health, Nursing, Health Policy, Social Work, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, or Public Administration.
- B. Prior Work Experience:** A minimum of seven (7) years of progressively responsible experience in public health programming in developing or middle-income countries, with experience spent on HIV/AIDS-related work in Africa are required. Experience developing, implementing, and evaluating HIV/AIDS prevention or other public health programs that involved coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with multiple staff is required. Experience working with or for bilateral or multilateral donors/stakeholders such as USAID, the World Bank, the Global Fund, the UN agencies, or national-level public sector projects.
- C. Post Entry Training:** On-the-job training will be provided relating to USG-specific procedures, regulations, and methods. Formal COR/AOR training is required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.
- D. Language Proficiency:** *(List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr: Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language competence may be tested.*
- E. Job Knowledge:** Comprehensive knowledge and extensive experience in HIV/AIDS prevention counseling and interventions, behavior change, care, treatment and testing is required. Detailed knowledge of U.S. government public health programs and strategies is required. A detailed knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention program is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants is required.
- F. Skills and Abilities:** The incumbent must possess strong skills in communication (oral and written), advocacy, and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership. S/he demonstrates timely decision-making and extensive judgment in planning and carrying out tasks. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts, cooperative agreements and grants is required. The ability to lead results-driven project teams and workgroups is required. The incumbent must have the ability to identify significant economic, political and social trends in the host country and assess their importance and impact on USAID

development assistance objectives and programs. The incumbent must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.

- G. Supervision Received:** The USAID Project Management Specialist (Senior HIV/AIDS Prevention Advisor) will report to the HIV/TB Division Chief. Most assignments are self-generated and occur in the normal course of work and the incumbent exercises independent in most phases of his/her job responsibilities but determines those situations that must be coordinated with the supervisor or other team members. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved

EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances in accordance with the Local Compensation Plan. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

POINT OF CONTACT

Summer Tucker, Executive Officer
EXOZambiaHR@usaid.gov

APPLYING:

Eligible and qualified offerors/applicants are required to complete and submit:

1. A formal application letter or cover letter.
2. A current CV.
3. Photocopies of all professional certificates and degrees.
4. A fully complete application form DS-174 (available online at <https://efrms.state.gov/Forms/ds174.pdf>). And
5. Contact information for at least three professional references.

Submit your application materials to: exozambiahr@usaid.gov noting to reference the solicitation number in the subject of your email.

Only short-listed candidates will be contacted.

The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.

--END OF SOLICITATION--

An Equal Opportunity Employer